

INFORMATION PAPER

SUBJECT: Filing the OGE 450 and Completing Ethics Training

1. Purpose. To explain annual ethics filing and training requirements, and to help the Fort Jackson target population complete those requirements.

2. Facts.

a. Requirements. Statutes and regulations require certain Army military and civilian personnel to file a disclosure report (Office of Government Ethics (OGE) Form 450) each year in October. Personnel who file the report must also complete ethics training annually. Each Fort Jackson activity is responsible for determining who in their activity must file the report and complete the training. This process is meant for persons who have (or may have) a significant financial impact on entities outside the government. Generally, people who make decisions regarding requirements for government purchases, or who influence the source of goods and services, should file the OGE Form 450. Credit card (IMPAC) users and approving officials also may have to file. The general rule for this group is that if the card holder or the approving official has the capacity to spend or approve spending of more than \$100,000.00 in a year, then that person should file. Approving officials must add together the spending capacities of cardholders they supervise. Persons not involved in procurement may also have to file, if the performance of their duties may have a significant financial impact on non-government entities.

b. How to fulfill the requirements. You must file your OGE Form 450 between 1 October and 31 October. Check this site again on or after 1 October. We will provide links to the documents that you can fill out online, or print and fill out manually if you prefer. Please do not complete and sign your form before 1 October. We will have to return it to you to either make any needed changes or certify that it is complete and correct as of 30 September. Please also ensure that your supervisor reviews and signs your form. Again, if your supervisor's signature is missing, we will have to return your form to you for completion. You may also access your training from this site. We have posted a complete training package for you, including interactive training and some written materials. You may complete your training anytime between now and 31 October. When you have completed your OGE Form 450 and your annual training, report that you

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have done so to your activity's point of contact. You may turn in your OGE Form 450 personally to the SJA office (room 111). Some activities will collect your 450's to bring them over as a group.

c. Help for filers. We have posted an information paper to this site to answer some of your questions about filing the OGE Form 450. You will also find that reading the instructions that come with the OGE Form 450 will answer most of your questions. This office will be happy to answer questions you cannot answer through this website. Please call Ms. Gargrave at 751-6525, or LTC Logue at 751-7323. Remember, your disclosure form is confidential. It will routinely only be seen by you, your supervisor, and whoever reviews it from this office. The form is designed to help you and your supervisor avoid conflicts of interest. This office will also discuss any questions you may have about annual training, call 751-6525 or 751-7323.

Ms. Gargrave/4-6525